



Date: October 27, 2009

To: Business Services Officers (All Departments)
Purchasing and Contracting Officials
Department of General Services Office Chiefs

From: **Jim Butler, Deputy Director**
Procurement Division
Department of General Services

Subject: **Fiscal Year 2009/10 Dates for Receipt of Purchase Estimates**

This is a reminder that the Fiscal Year 2009/2010 dates for receipt of purchase estimates are fast approaching. We have also included dates for Limited Competitive Bid (LCB) submittals. You will find a list of submittal dates to be completed in Fiscal Year 2009/10 attached for your information.

These dates are set forth in the State Administrative Manual (SAM) Section 3558. Please make every effort to submit purchase estimates chargeable to current fiscal year appropriations to the Department of General Services, Procurement Division (DGS/PD) by the appropriate date in order to have time to complete the procurement process before the funds expire.

Purchase estimates for some commodities must first be approved by offices (e.g. Office of Fleet Administration (OFA), Office of Public Safety Communications Services (OPSCS)) or by the Department of Finance before the PD can make the purchase. Since we cannot process these requests without the proper prior approvals, please be sure to obtain such approvals before submitting your purchase estimate.

Thank you in advance for your cooperation in adhering to the dates for receipt of purchase estimates. If you have questions regarding this memorandum, please contact Tom Abeyta, Manager, One-Time Acquisitions at (916) 375-4491.

A handwritten signature in black ink, appearing to read "Jim Butler".

Jim Butler, Deputy Director
Department of General Services
Procurement Division

Attachments

cc: Fran Archuleta, Purchasing Manager, DGS-PD
Joan Rabang, Manager, External Operations, DGS-PD
Marjorie Rubenstein, Manager, Technology Acquisitions Branch, DGS-PD
Roger Anderson, Section Chief, Acquisitions and Contracts, DGS-PD

**PROCUREMENT DIVISION DEADLINES
(State Administrative Manual 3558)**

The following are the dates for receipt of Purchase Estimates (including all LCB submittals, if applicable) for purchases to be charged to the 2009/10 Fiscal Year to the Procurement Division:

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|------------------|---|
| February 1, 2010 | All Information Technology (EDP and Telecommunications) goods and/or services including Computers Aided Retrieval (CAR) microfilm with a total value of \$500,000 or greater. This includes all LCB submittals. |
| April 1, 2010 | All other equipment purchases exceeding \$50,000 or greater (except those items noted below). This includes all LCB submittals. |
| May 3, 2010 | All Information Technology (EDP and Telecommunications) goods and/or services with a total value of less than \$500,000. This includes all LCB submittals. |
| May 3, 2010 | All other purchases (except those contract items noted below). This includes all LCB submittals that are within the department's purchasing authority, but exceed \$25,000. |
| June 15, 2010 | Leverage Procurement Agreement (LPA) items that require the Procurement Division to issue orders (such as soft body armor). |

Note: If your department has purchasing authority to conduct procurements that exceed the dollar amounts listed above, please remember that some procurements require prior approval and that all LCB submittals over \$25,000 shall be submitted to Procurement Division for review and approval according to the dates above.

FEDERALLY FUNDED PURCHASES:

Purchase Estimates for goods funded by federal government funds that expire September 30, 2010, shall be subject to the same dates as those for State-funded purchases.

DATES FOR PURCHASE ESTIMATES THAT REQUIRE PRIOR APPROVAL OTHER THAN THE PROCUREMENT DIVISION:

INFORMATION TECHNOLOGY GOODS AND SERVICES

Prior Approval Authority

Office of Chief Information Officer (OCIO) (Contact your OCIO representative for dollar thresholds and dates)

TELECOMMUNICATIONS GOODS AND SERVICES

<u>Prior Approval Authority</u>	Transactions \$500,000 <u>or greater</u>	Transactions less than <u>\$500,000</u>
OCIO, OPSCS	December 15, 2009	April 1, 2010

COMMODITY ITEMS (NON-EDP AND NON-TELECOMMUNICATIONS)

<u>Prior Approval Authority</u>	Transactions \$50,000 <u>or greater</u>	Transactions less than <u>\$50,000</u>
DGS, Office of Fleet Administration	March 1, 2010	April 1, 2010
DGS, Real Estate Services Design (RES D)	March 1, 2010	April 1, 2010

Notes:

If approved by RESD, these orders should be submitted directly to PIA for processing.

Contract vehicles may be ordered at any time directly by agencies until the manufacturer's cutoff is imposed or June 30th, whichever occurs first. These cutoff dates may be imposed prior to March 1, 2010. Once the cutoff has passed, you will not be able to order any more contract vehicles and will have to wait until a new contract is established. Note:

Non-contract vehicles requests should be submitted in accordance with the schedule noted above.

LATE PURCHASE ESTIMATES

Purchase estimates submitted after the dates identified in this letter may be subject to a late fee and/or not processed by 9/28 because of time constraints.